

James Kennedy Public Library Board of Trustees
Minutes of June 10, 2025, Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, June 10th, 2025, in the Hoffman Room. Present: Alycia Willenbring, Melissa Kane, Beth Derr, Catherine O'Hea, Monika Steffen and Library Director Shirley Vonderhaar. Absent: Danelle Schroeder, Alex Wiezorek, Sally Kelly, Beth Gudenkauf

1. Catherine O'Hea called a meeting to order at 6:10 pm, and appointed Melissa Kane to act as secretary.
2. Consider Approval of Agenda

Steffen MOVED "Approval of Agenda," seconded by Derr
Ayes: Kane, Willenbring, O'Hea, Steffen, Derr
Nays: None
Motion CARRIED

3. Consider Approval of Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: May 13, 2025, Regular Meeting
 - Approve May Librarian's Report
 - Approve Bills:
 - June Bills
 - Claims Report for May
 - May & June Credit Card Claims
 - Budget Reports
 - May City Report
 - May Library Report
 - Trust Account Reports
 - May Bank Statements
 - May Balance Report
 - Trust Account Expenditure Report
 - May Donations
 - Program Reports
 - May Report of Programs and Attendance
 - May WhoFi Program Overview
 - May Schedule of Events
 - Schedule for Upcoming Programs
 - Grant Report – nothing new to report.
 - Friends of the Library Report – The Friends of the Library supported everything requested by the library.
 - JKPL Endowment Report – The Summary of the Fund Activity for April was provided.
 - Strategic Planning Report – Nothing new to report.

- Committee Reports
 - Executive Committee Finance Committee – Recommended a budget amendment request for FY26 be made to the City Council after July 1, 2025.
 - Fundraising, Marketing & Public Relations Committee – 8 puzzle tables sold for the puzzle fundraiser so far. More volunteers are needed.
 - Furnishings, Art & Facilities Committee – Carpets have been cleaned with the exception of the Hoffman room and the Genealogy room. Those spaces will be done in the fall.
 - Personnel Committee – Recommends that the Board proceed with the Compensation Plan and approve wage adjustments.
 - Policy Committee – Nothing new to report.

Steffen MOVED "Approval of Agenda Consent with the addition of authorizing the Executive Committee to review and approve any additional FY25 invoices that may be received in June," seconded by Derr.

Ayes: Willenbring, Kane, Derr, O'Hea, Steffen

Nays: None

Motion CARRIED

4. Consider Approval of Library Wages and Salaries effective the first pay period in July 2025: Personnel Committee MOVED to "approve recommended wages and salaries." No second needed as motion from the committee.
Ayes: Willenbring, Kane, Derr, O'Hea, and Steffen
Nays: None
Motion CARRIED
5. Discussion and Possible Action on July regular board meeting: The next meeting will be July 15, 2025. MOVED by Steffen, seconded by Derr.
Ayes: Willenbring, Kane, Derr, O'Hea, Steffen
Nays: None
Motion CARRIED
6. Discussion of FY 26 Enrich Iowa Letter of Agreement for Public Libraries: Shirley reported that she signed the letter of agreement, and shared the letter in case there were questions on Direct State Aid, Open Access, and ILL Reimbursement.
7. Meetings and Training
 - City Council Attendance: July 7: Beth Derr
 - Trustee Training:
8. Oral Presentations
9. Adjournment
Steffen MOVED to adjourn, seconded by Kane. Meeting ADJOURNED by O'Hea at 6:48pm
Motion CARRIED


Melissa Kane, Acting Secretary for June 2025 Meeting

7/15/25
Date